

How to Sign-Up for LexisNexis™ File & Serve

Welcome to LexisNexis™ File & Serve! The registration process for File & Serve is quick and simple and there are no subscription fees.

To complete your registration, go to <http://www.lexisnexis.com/fileandserve> and click on **Sign Up**. Complete the information on each of the registration screens. During the registration process, you will be able to view our system requirements and “Terms and Conditions” information.

Important Registration Information:

- During the registration process, you will be asked to enter information for all the individuals in your firm for whom you would like a user name and password issued.
- Sign up any attorneys from your firm that are participating in electronic filing cases at this time. For example, if you are a support staff member, do not just register yourself, also register the attorneys of record for each electronic filing case in your firm.
- If you forget any users, DO NOT fill out another subscription request form. Instead, use your login and password and **Add New Users** via the **Firm Profile** option in the application.
- **CourtLink (eAccess) or CLAD IDs** and passwords will not work in File & Serve. You must re-register for File & Serve. More than one person at your firm can have user names and passwords for File & Serve. We recommend you do not share passwords with each other with File & Serve.

Billing:

Your firm is billed monthly for transactions you submit, Alerts and documents you purchase from LexisNexis File & Serve. Statutory filing fees are invoiced with your monthly bills **ONLY IN CERTAIN JURISDICTIONS**. Check each court’s local rules to determine whether or not statutory fees are billed with your invoices.

**If you have any questions, please call the
LexisNexis™ File & Serve Customer Service at a 1.888.529.7587.**